



Special points of interest:

- Some of the other uses include real time sharing of documents and applications, which may be used as a training session.
- WebEx is a team collaboration tool being used by NASA in a pilot program.
- In the next issue of the newsletter, we will cover the criteria and process of creating a WebEx group.

Training via WebEx

Dear Susan: I would like to install AdminSTAR on your computer. This way you can have all the scheduled course information available to you at a glance. I was thinking about coming to your Center, but there is a new technology that NASA is using called WebEx that I can use to install the software and train you. WebEx will allow me to operate your computer from my workstation, therefore saving me the time and expense to travel to your Center to load the software and train you on how to use it. WebEx is extremely easy to use. I just send you an URL and password, you click the URL and type the password in the field provided, and our computers will be automatically joined in a WebEx virtual meeting. I will then guide you through the easy process of transferring your desktop controls to me. Once I have control, I will download and install the AdminSTAR software, which won't take more than 3

minutes. You will still have complete control over your system and be able to view every move I make. Then from there, we can spend about an hour in AdminSTAR so I can show you how to use it. I will also be able to transfer the training documents to you through the WebEx meeting. We can view the manual together in WebEx, and answer any questions you might have.

Please let me know a date and time your are available next week and I will schedule the meeting.

Thanks,

Pat

Does it sound too good to be true? Training via a collaborative tool right at your desktop?

(Cont'd on page 5)

New Courses on SOLAR



New Courses on Solar (cont'd)	2
SOLAR and SSO Software Release	3
E-Learning/ SOLAR Workshop	3
The Gov Online Learning Center- IT Workforce Development Roadmap	4
SOLAR Metrics	5
Letter from the Editor	5

Kennedy Space Center

Technical Information Exchange (KSC-001-03)

Meeting facilitators are responsible for ensuring that any export-controlled technical data that is presented or discussed during or as a result of the meeting are properly marked and protected from unauthorized exchange with foreign persons. In this lesson, you will learn how to facilitate such meetings, including how to protect the technical data.

Document Availability Authorization (KSC-002-03)

This course offers basic information on the Document Availability Authorization (DAA) process, specific information relevant to two different job categories, and supplemental information being provided under Special Topics. Do the DAA Basics section, available

from the Main Menu, and then select the section appropriate to your job category; i.e., Supervisors & Export People or Contracting Officers & Grant Managers. There is a Self Check for each job category.

Foreign National Visit Processing (KSC-003-03)

This lesson is intended for all Export Control Representatives, international visit requestors, and escorts at KSC. NASA has relationships with about 80 different countries, and promotes partnership and cooperation in national and international space activities. This means that many foreign nationals come to Kennedy Space Center (KSC) each year to work or visit. This lesson will familiarize you with how foreign national visits are authorized and controlled at KSC and how to carry out your responsibilities for such visits. You must complete this lesson before requesting and arranging such visits.

(Cont'd on page 2)

New courses on SOLAR – *cont'd*

[International Visitors - International Partners](#) (KSC-004-03)

This presentation is intended for Foreign Nationals working at KSC. The goal of this tutorial is to show Foreign Nationals how KSC operates so as to mutually protect our nations' technologies from inadvertent or improper transfer.

[Export Control Program Basic](#) (KSC-005-03)

This lesson is intended for basic export control training for all NASA personnel at Kennedy Space Center. NASA's contractors are encouraged to use this lesson to supplement company training.

Stennis Space Center

[Environmental Management Systems](#) (SSC-001-03)

The Environmental Management Systems course provides information on the process of planning and implementation necessary to develop an environmental management system as required by Presidential Executive Order 13148, Greening the Government through Leadership in Environmental Management.

Johnson Space Center

[Annual Security Refresher Briefing for 2003](#) (JSC-002-03)

The Johnson Space Center (JSC) Annual Security Required Briefing (ARSB) is an education and awareness module designed to provide all employees with an overview of general security rules, information, and responsibilities. This module is not all-inclusive on every security subject. If there are any security questions after reviewing this module, contact the JSC Security Office at 3-4441.

Ames Research Center

[Hazard Communication](#) (ARC-001-03)

This course provides general Hazard Communication training for NASA employees. A lesson about Ames Research Center's written Hazard Communication Plan is included for Ames employees.

[Hazardous Waste and Spill Response](#) (ARC-002-03)

This course was developed by the Safety, Health, and Environmental Training group at Ames Research Center to provide information and direction to supervisors and their employees who generate hazardous waste.

Marshall Space Flight Center

[Safeguarding MSFC's Administratively Controlled Information](#) (MSFC-001-03)

This mandatory web-based training module provides guidance to MSFC personnel on safeguarding NASA Administratively Controlled Information.

Engineering

- (EDT-011-03) [Advanced Manufacturing](#)
- (EDT-008-03) [Commercial Off the Shelf Parts](#)
- (EDT-012-03) [Flight Software](#)
- (EDT-013-03) [Fracture Control and Mechanics](#)
- (EDT-010-03) [Mitigation Schemes](#)
- (EDT-006-03) [Radiation Effects on Electronics](#)
- (EDT-007-03) [Radiation Effects on Systems](#)
- (EDT-005-03) [Radiation Environments](#)
- (EDT-009-03) [Testing Overview](#)

Other

[NASA Scientific and Technical Information \(STI\)](#) (OTH-004-03)

The Scientific and Technical Information training course provides NASA employees - civil servants and contractors - an overview of the process to publish, appropriately release, and preserve NASA's scientific and technical aerospace knowledge and the opportunity to obtain information necessary to understand their roles and responsibilities in the process. The training module provides basic publishing guidance, publishing process flowcharts, information on locating STI, and archiving STI for future generations of researchers. This module has been designed to help reduce the STI knowledge drain experienced at NASA centers due to staff reductions. Overall, it seeks to educate users about the value of NASA's scientific and technical information, not only to NASA, but also to the nation.

Financial and Resource Management

[Understanding Full Cost](#) (FM-001-04)

Full Cost 101

This training tool will provide you with some basic information about NASA's move to Full Cost. A simple model is used to demonstrate how Full Cost works, to explain the reason for moving to Full Cost, and to show how business rules and roles and responsibilities will change.

SOLAR Software 1.6.3 Release and SSO Software 1.1.1 Release

SOLAR Software Release 1.6.3 was completed December 30, 2003. The release consisted of a couple of enhancements to the SOLAR site. A Frequently Asked Questions (FAQs) page, found under the Help tab, now provides the mechanism for submitting new questions to the SOLAR team. Users can view questions submitted by other users and the answers to those questions. A second enhancement is the Course Development Explanation & Submission page, accessible from the SOLAR Home page. This mechanism provides users a simple and convenient way to notify the SOLAR team that they have a course they wish to host on the SOLAR platform. The Course Development Explanation & Submission page asks for the user's full name, email address, phone number, and information about the

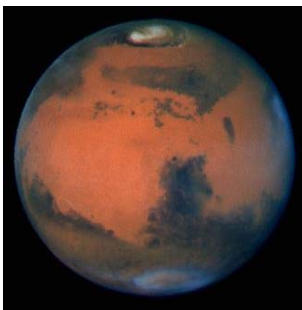
course. Once submitted, the SOLAR Team will contact the user within five business days.

SSO Software Release 1.1.1 was moved to production as well on December 30. This release was made to improve the SSO to AdminSTAR matching logic and to correct the format of the Department-Id in the test scores being sent from SOLAR to the AdminSTAR Archive file.

Please feel free to contact the Learning System's Group Lead if you have any questions regarding these software releases.

Steve Rowell
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256-544-1452

E-learning/SOLAR Workshop Held in December



The third annual e-Learning/SOLAR Workshop was held December 4th and 5th at the Cupertino Inn, Cupertino, California. Cupertino is just a few miles from Ames Research Center.

Thirty seven people registered for the workshop.

There were also several attendees from Ames who dropped in for part of the two-day event.

The topics covered were as follows:

- E-Learning at NASA Today
- SOLAR Status and Metrics
- Single Sign On
- SOLAR 2.0 Release
- NASA Systems Working Together
- Coordinating the Development of an Agency-wide Course for SOLAR
- On-line Learning Tool for Travel Manager

- Reporting and Metrics
- The Learning System's User Support Process
- ASTD, 508 and SCORM Standards
- NASA Content Development Process Model Integrated with Human Systems Performance Parameters
- Gov Online Learning Center Update
- Knowledge Management.

The workshop agenda, participant's list, Power Point presentations, and notes can be accessed electronically via the Resources page on SOLAR:

https://solar.msfc.nasa.gov/solar/delivery/public/html/menu_resource_links.html



The Gov Online Learning Center and IT Workforce Development Roadmap

Competency Management Center

Overview

The Gov Online Learning Center (www.golearn.gov) has established the “Competency Management Center” to provide employees with tools to help them manage their career development and to help supervisors and managers with tools to assist them with the strategic development of human capital.

The tools envisioned in this Center will represent an integrated approach to training and career development through the use of web-based career management tools.

The Center tools will allow you to review competencies identified for various career paths, assess your competencies against these career paths, and identify appropriate training and development opportunities. As a result, you will be able to generate a personalized career development plan mapping the competencies you want to build to specific courses and training resources available in the Gov Online Learning Center and across Government and industry. Additional resources will be added to the tools on an on-going basis to provide comprehensive options for development.

The career paths in the Competency Management Center are based on job functions and occupational series as defined by the Office of Personnel Management.

The first career path, which is the result of a joint development effort with the Chief Information Officer (CIO) Council, is the Information Technology (IT) Workforce Development Roadmap for the 2210 occupational series. Over time, additional career paths will be added by working with OPM and various professional councils.

Information Technology (IT) Workforce Development Roadmap

The IT Workforce Development Roadmap is a performance support tool designed for Federal workers who are currently in the 2210 series (IT Management Specialist) or individuals who are interested in exploring the 2210 series. It is both a competency assessment and skill gap tool and a career development tool that can help plot a developmental path. In addition to its use by employees, managers and organizations may also use information in the aggregate to highlight priority skill gaps and developmental training needs.

Competency assessments and plans are organized around the 10 parenthetical titles contained in the 2210

series: Applications Software; Customer Support; Data Management; Internet; Network Services; Operating Systems; Policy and Planning; Security; Systems Administration; and Systems Analysis.

For each of the parenthetical titles, there are different performance levels associated with each competency: Entry; Immediate; Full Performance; and Senior Expert.

For each parenthetical title and its associated competency and performance level, some training courses are listed to consider.

The courses/certificates/programs listed are as follows: Gov Online Learning Center e-learning courses (12 of them); USDA Graduate School classroom/e-learning courses, assignments, and certifications; OPM classroom courses; and Information Resources Management College classroom courses and certifications.

The information provided by this roadmap is for information only to those interested in the GS-2210 series. It is not intended to be the sole reference. In fact, the disclaimer strongly encourages you to seek other reference materials to assist you in your career development.

Through the Federal CIO Council, these training opportunities will be expanded. However, you are encouraged to consider more than training courses in the classroom or online. Your choice of training should include mentoring and coaching by supervisors and senior experts, developmental details, and shadowing assignments.

Conclusion

The Information Technology (IT) Workforce Development Roadmap is a new and exciting career development tool for current and prospective Federal IT Workers. The Federal CIO Council worked in close partnership with the Gov Online Learning Center to bring you this capability. Please visit <http://itroadmap.golearn.gov> to find out more.

Note: Please note that you must register and create an account in order to use the Information Technology (IT) Workforce Development Roadmap. This account is different than the one used to log into the Gov Online Learning Center.



<https://solar.msfc.nasa.gov>

Customer Service

Need help using the system to access or complete courses?

Contact the Help Desk at:

Help Desk (256) 544-7600

Toll Free (866) 419-6297

Email: solar.support@msfc.nasa.gov

Interested in using SOLAR for your training needs?

Please contact:

Dan Costello (816) 304-1902

For technical development questions, please contact:

Marisa Wofford (256) 544-7482

Newsletter Publication:

Mercedes Sironi

Voice: (858) 495-0508

Mobile: (858) 405-5930

E-mail: msironi@hq.nasa.com

Training via WebEx (*cont'd*)

It's happening here at NASA and this example, based on real people using the tool, is just one of the many ways to use WebEx.

Some of the other uses include:

1. Real time sharing of documents and applications, which may be used as a training session
2. Virtual meetings and conferences
3. Sharing/editing of complex documents
4. Voting on issues via the polling feature

WebEx is a team collaboration tool being used by NASA in a pilot program.

In the next issue of the newsletter, we will cover the criteria and process of creating a WebEx group.

SOLAR Metrics

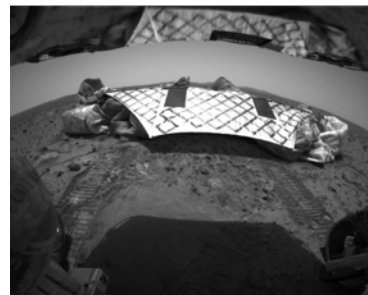
SOLAR Metrics

Cumulative numbers for fiscal year '04 (October 1 through December 30, 2003) are as follows:

Completed Training
Instances (Test
Certifications and Tests
Taken): 28,653

Number of user accounts: 65, 113

Letter from the Editor



We hope you enjoy reading this issue of the NASA e-Learning Newsletter. The previous issues are available online at the SOLAR website:

<https://solar.msfc.nasa.gov>

A special thank you to the individuals that contributed to this issue: Sean Hoover, David Wenner, Joe McElwee, Marisa Wofford, and Steve Rowell. The next publication is due in March.